

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
FORT SAM HOUSTON, TEXAS 78234-5014**



# **BULLETIN**

THIS PUBLICATION IS VALID FOR 90 DAYS  
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



**BULLETIN 16**

**21 Apr 05**

## **Section I. OFFICIAL**

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

### **CASUALTY NOTIFICATION:**

**1 Apr 05 to 30 Apr 05—MEDCOM**

**SPECIAL INSTRUCTIONS:** Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

**3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER:** The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

**4. AUTOMATED OUT-PROCESSING SYSTEM:** The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

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**5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT:** All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-AL/1-2373/0485)

**6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372:** In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, **entry into these facilities or use of the adjacent parking areas is prohibited.** Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

**7. LEVEL 1 SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:** IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The new scheduled dates for the Level 1 SAEDA Training for the new year are listed as follows. Scheduled dates are subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the SAEDA Sessions. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

04 May 05	0900-1000	Blesse Auditorium
13 Jul 05	0900-1000	Blesse Auditorium
28 Sep 05	0900-1000	Blesse Auditorium

The POC for this information is Mr. Lewis, 1-8200/8199. (MCCS-GSO/1-8200/8199)

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**8. OFFICER CANDIDATE SCHOOL (OCS):** The next Fort Sam Houston OCS Board will be held on 19 May 2005 at Human Resources and Administration, 1706 Stanley Road, Bldg 2263, Room 216. the deadline for submission of OCS application is 10 May 2005. For more information concerning OCS and to pickup an application, please contact Mr. Andre Williams or Ms Felicia Taylor at 210-221-1839/2423.

**9. ETHICS TRAINING:** The Secretary of the Army has directed all Soldiers and Army civilian employees attend one ethics training session annually. The Ethics Training Schedule for 2005 is set forth below. No reservations are required. Questions may be directed to the Administrative and Civil Law Division, Office of the Staff Judge Advocate, AMEDDC&S and FSH, at 221-2373/0485. This office will maintain sign-in rosters for commanders and supervisors to verify attendance of their employees. You can access the sign-in rosters by opening the Adobe Acrobat Reader and opening the SJA Ethics Roster on the G drive.

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Day</u>	<u>Location</u>
27 April	0900 hrs	1000 hrs	Wednesday	Blesse Auditorium
6 May	0900 hrs	1000 hrs	Friday	Evans Auditorium
19 May	0900 hrs	1000 hrs	Thursday	Blesse Auditorium
1 June	0900 hrs	1000 hrs	Wednesday	Evans Auditorium
21 June	0900 hrs	1000 hrs	Tuesday	Blesse Auditorium
7 July	0900 hrs	1000 hrs	Thursday	Evans Auditorium
29 July	0900 hrs	1000 hrs	Friday	Blesse Auditorium
5 August	0900 hrs	1000 hrs	Friday	Evans Auditorium
31 August	0900 hrs	1000 hrs	Wednesday	Blesse Auditorium
8 September	0900 hrs	1000 hrs	Thursday	Evans Auditorium
21 September	1400 hrs	1500 hrs	Wednesday	Evans Auditorium
3 October	0900 hrs	1000 hrs	Monday	Evans Auditorium
17 October	1400 hrs	1500 hrs	Monday	Evans Auditorium
1 November	0900 hrs	1000 hrs	Tuesday	Evans Auditorium
18 November	1400 hrs	1500 hrs	Friday	Evans Auditorium
1 December	0900 hrs	1000 hrs	Thursday	Evans Auditorium

**10. ATTENTION NEWCOMERS:** MANDATORY Newcomers' Extravaganza for all permanent party in-processing soldiers, LTC and below, within 60 days of their arrival. The next Newcomers' Extravaganza is schedule at 0900 on 26 April 2005 at the Roadrunner Community Center. Everyone--soldiers, civilians, and family members--will have an opportunity to learn about Fort Sam Houston and San Antonio and participate in drawings, registrations, and social activities. This Extravaganza is the official "Newcomers' Orientation" for Fort Sam Houston. Commanders and supervisors are encouraged to allow soldiers and civilian employees administrative time to attend. Children are welcome at the Extravaganza.

For additional information, call the Army Community Service Relocation Program at 221-2705/2418.

**11. CLAIMS AGAINST DECEASED PERSONNEL:** For individuals with claims against or who are indebted to the late SFC Williams, Ricky Demico, Alpha Company, 232d Medical Battalion, Fort Sam Houston, please contact CPT Blocker, Misty at 210-33-8329 during normal duty hours, or email [Misty.Blocker@amedd.army.mil](mailto:Misty.Blocker@amedd.army.mil). (1/3)

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**12. CLAIMS AGAINST DECEASED PERSONNEL:** For individuals with claims against or who are indebted to the late SPC Ruiz, Fernando, Headquarters Company Special Troops Battalion, Fort Sam Houston, please contact CPT Martin O'Donnell at 210-221-0560 during normal duty hours, or email martin.o'donnell@samhouston.army.mil (2/3).

**13. SUICIDE FIRST RESPONDER:** The Installation Chaplain's Office would like to extend an invitation to be trained as a "Suicide First-Responder". This training is **currently** offered at no charge. We have room for 15 students. Log on to [www.samhouston.army.mil/chaplain/suicide](http://www.samhouston.army.mil/chaplain/suicide) to register for the program. For more information, contact Robb Wood at 221-5428.

ASIST is designed to help all persons to become more ready, willing and able to help persons at risk. Suicide can be prevented through the actions of prepared "caregivers".

Just as "CPR" skills make physical first aid possible, training in suicide intervention develops the skills used in suicide first aid. ASIST is a two-day intensive, interactive and practice-dominated course designed to help caregivers recognize risk and learn how to intervene to prevent the immediate risk of suicide.

The workshop is for all caregivers (any person in a position of trust). This includes professionals, paraprofessionals and lay people. It is suitable for mental health professionals, nurses, physicians, teachers, counselors, youth workers, police and correctional staff, school support staff, clergy, and community volunteers.

**14. OFFICE CLOSURE:** The Office of the Staff Judge Advocate, Claims Division, and the Legal Assistance Office will be closed on the following dates for:

- |                      |   |               |
|----------------------|---|---------------|
| (1) Training         | - | 21 April 2005 |
| (2) Training Holiday | - | 22 April 2005 |

We will reopen on 25 April 2005 (Monday) at our regular duty hours. In case of an emergency, please contact the On-Call-Officer at 210-393-3042. The POC is Mario Rendon or SFC Jordan at 210-221-0484.

## **15. ANTITERRORISM AWARENESS-SUSPICIOUS PACKAGES:**

### **What to look for...**

Strange place - possibly mailed from foreign country  
Unknown/unusual sender, unusual markings  
Postmark and return address different or no return address  
Excessive postage  
Marked "Confidential, For Eyes Only, Personal for" receiver  
Addressed to title only or wrong title with name  
Hand addressed - incorrect spelling, rank, title  
Abnormal or unusual size  
Oily stains, discolorations  
Oddly protruding wires or strings  
Unusually heavy or light, rigid or bulky  
Lopsided or unevenly balanced - bumps or lumps  
Unduly wrapped or sealed, excessive tape or string  
Peculiar smell (shoe polish or almonds)

### **What to do...**

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Treat with care - don't shake or bump  
Isolate, if possible, and look for indicators  
Do not cut tape, strips, or wrapping  
Do not open, smell, or taste  
Treat it as suspect

***- If a parcel is open and/or a threat is identified -***

**Suspected bomb...**

Immediately notify supervisor and Military Police or 911 (Off-Post)  
Evacuate

**Suspected radiological threat...**

Limit exposure - don't handle  
Shield yourself from object  
Evacuate the area - get distance  
Immediately notify supervisor and Military Police or 911 (Off-Post)

**Suspected biological or chemical threat...**

Isolate - don't handle  
Immediately notify supervisor and Military Police or 911 (Off-Post)  
Wash hands with soap and warm water

POC is Terri Stover, FSH Antiterrorism Office, 295-0535

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HQ AMEDDC&S & FSH  
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